

THE INDIANA FINANCE AUTHORITY
IS SOLICITING QUALIFICATIONS FOR
Capital/Facility Consultant

See Page 3, for instructions on submitting qualifications.

Company Name _____ Contact Person _____

Address _____ City _____ State _____ Zip _____

Telephone (____) _____ Fax (____) _____ Federal Tax ID No. _____

E-Mail Address: _____

Prices contained in this qualification are subject to acceptance within 90 calendar days.

I have read, understand, and agree to all terms and conditions herein. Date _____

Signed _____ Print Name & Title _____

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1. INTRODUCTION

The Indiana Finance Authority (“IFA”) is requesting qualifications from consultants or engineering firms, (“Consultants”) to act as Consultant for the possible overhaul of the current capital/facility budgeting, planning, and management for its facilities and potentially other state facilities (hereinafter called the “Capital Budgeting Process”). To determine whether to consider this project, the IFA will commission a third party contractor to review the capital budgeting process, organization of planning facility management and assist and/or create Master Plans for capital expenditures. Information requested and requirements for Consultants are included in the Request for Qualifications (RFQ).

Contact Person:

All inquiries concerning this RFQ should be directed to:

Indiana Finance Authority
Attn: Connie McAfee
1 N Capitol Avenue
9th Floor
Indianapolis, Indiana 46204
(317) 234-4265
cmcafee@ifa.in.gov

2. INDIANA FINANCE AUTHORITY BACKGROUND INFORMATION

The Indiana Finance Authority was created on 5/15/05 by an Act of the Indiana General Assembly and is a merger of the following bond issuing authorities of the state: State Office Building Commission, Indiana Transportation Finance Authority, Indiana Development Finance Authority, Recreational Development Commission, and Indiana Health and Educational Facility Financing Authority. The IFA carries out the purposes of these merged entities including the issuing of bonds to finance or refinance various governmental facilities including prisons, office buildings, parking facilities, highways, airport facilities, toll roads, facilities for persons with mental or addictive disorders, regional health facilities, and public recreational facilities. The IFA, as managed by the Public Finance Director of the State of Indiana (“Director”), has been charged with developing an overall state Capital Budgeting Process which would potentially include all state facilities.

3. SUBMISSION OF WRITTEN QUESTIONS AND RFQ SUBMITTAL INSTRUCTIONS

It is the policy of the IFA to accept inquiries from all potential applicants. All questions and inquiries shall be in writing; no verbal requests will be honored. Potential applicants may submit their questions or inquiries via e-mail to: cmcafee@ifa.in.gov with the subject heading: RFQ Capital/Facility Consultant. All inquiries are due by June 11th at 5:00 pm. IFA expects to respond to inquiries by June 13th. However, we do reserve the right to not respond at all.

Sealed qualifications will be received by IFA at the address listed below until 4:00 pm (EST/CDT) on June 17th. Also an electronic copy of the qualification must be submitted to cmcafee@ifa.in.gov by the same deadline above. RFQ’s must be clearly marked on the outside of the package with the following description: **“Request for Qualifications–Capital/Facility Consultant”**.

Qualifications that do not arrive by qualification opening time and date **MAY NOT BE ACCEPTED**. Applicants may submit their qualifications any time prior to the above stated deadline.

Mailing Address:

Four copies of the RFQ should be mailed to:

Request for Qualifications – Capital/Facility Consultant

Indiana Finance Authority

Attn: Connie McAfee

1 N Capitol Avenue

9th Floor

Indianapolis, Indiana 46204

Special Conditions for Qualifications:

- The IFA will not be held responsible for qualification envelopes mishandled as a result of the envelope not being properly prepared. **Facsimile or telephone qualifications will NOT be considered** unless otherwise authorized; however, qualifications may be modified by fax or written notice provided such notice is received prior to the opening of the qualifications.
- For ease of evaluation, the qualifications should be presented in a format that corresponds to and references sections outlined within this RFQ and should be presented in the same order. Responses to each section and subsection should be labeled so as to indicate which item is being addressed. Exceptions to this will be considered during the evaluation process. If the applicant wishes to provide other supplemental information, it should be segregated at the end and identified separately from the information requested.
- Responses are limited to 15 pages, however if complete responses cannot be provided within 15 pages please provide supporting documentation, such documentation must be provided with the qualifications and specific references to where the supplemental information can be found.
- Qualifications are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFQ. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on conformance to the RFQ instructions, responsiveness to the RFQ requirements, and on completeness and clarity of content.
- The individual(s) legally authorized to bind the applicant must sign the qualification.
- Consultants are advised that materials contained in qualifications are subject to the Indiana Public Records Act, IC 5-14-3 et seq., and, after the contract award, may be viewed and copied by any member of the public, including news agencies and competitors. Consultants claiming a statutory exception to the Indiana Public Records Act must place all confidential documents (including the requisite number of copies) in a sealed envelope clearly marked “Confidential” and must indicate in the transmittal letter and on the outside of that envelope that confidential materials are included. The Consultant must also specify which statutory exception provision applies. The IFA reserves the right to make determinations of confidentiality. If the IFA does not agree that the information designated is confidential under one of the disclosure exceptions to the Indiana Public Records Act, it may either reject the qualification or discuss its interpretation of the allowable exceptions with the Consultant. If agreement can be reached, the qualifications will be considered. If agreement cannot be reached, the IFA will remove the

qualifications from consideration for award and return the qualifications to the Consultant. The IFA will not determine compensation to be confidential information.

- Please also note that the IFA has adopted many of the required State boilerplate contractual provisions. The IFA puts the Consultant on notice that a successful award at the end of the process will be contingent upon the agreement to comply with these standard contractual provisions (including but not limited to drug-free workplace certifications, minority and women business enterprise compliance, nondiscrimination certifications, licensing standards, certifications relating HIPAA, certifications regarding telephone solicitations, and certifications relating to State ethics policies).

4. QUALIFICATION EVALUATION AND AWARD PROCESS

A selection team will evaluate all responses. The purpose of this RFQ is to provide information that will allow the selection team to evaluate the qualifications of prospective Consultants.

The selection team will consider various factors when evaluating the RFQs, including, but not limited to the following areas:

- Qualifications
- Prior similar experience managing/developing large scale capital/facility planning projects
- Individual and Firm Capability
- Fees
- Indiana Presence
- MBE/WBE firms
- References

After review of the RFQs, the selection team will submit a report listing the qualified consultants to the Director. The Director will then determine whether or not the proposals will be solicited for a defining engagement based upon the responses received.

The Director may also determine that a consultant is not needed and a firm may be chosen to create Master Plans. The possibility also exists that no action may be taken as the process may be handled internally. This is merely a solicitation of interest in qualifications and a part of a decision making process.

5. SCOPE OF SERVICES

All services provided by the selected Consultant are to be performed only upon the specific direction of the Director or her designee. The selected firm will be expected to work closely with the IFA and any other persons or officials as deemed necessary by the IFA relating to Capital Budgeting Processes of the State.

The Consultant will be expected to perform a variety of services including, but not limited to the following:

- The review of the current IFA and State of Indiana Capital Budgeting Process.
- Recommendations for ideal process detailing specific suggestions proposed.
- Assistance with or implementation of the process. The recommended process is expected to include all steps associated with implementing an ongoing successful capital budgeting plan which may include the development of the Master Plans for facilities, facility/project management staffing needs, and associated budgeting processes.

6. INFORMATION TO BE PROVIDED

- 6.1 Name, address, e-mail address, and telephone number of the applicant's point of contact for a contract resulting from this RFQ, if different from the front page.
- 6.2 Provide a description of your company, including the number of years in operation, external ratings and any additional relevant information regarding such.
- 6.3 Provide information on any litigation, pending litigation, or administrative proceeding relating to the professional activities of your firm during the three years prior to this RFQ.
- 6.4 Location(s) of the company offices and location of the office providing service to any Indiana entities.
- 6.5 Number of employees both in Indiana and nationally.
- 6.6 Location(s) from which employees will be assigned.
- 6.7 Resumes of the key staff responsible for performance of any contract resulting from this RFQ. Who will (tentatively) administer the account? In which office are they located?
- 6.8 Provide the detail on the services that would be provided locally and the services that would be provided outside the state.
- 6.9 Do you meet one of the following criteria? Responding yes to any of these is self-certification that you fall into one of the following categories:
- A business whose principal place of business is located in Indiana.
 - A business that pays a majority of its payroll (in dollar volume) to residents of Indiana.
 - A business that employs Indiana residents as a majority of its employees.
 - A business that makes significant capital investments in Indiana. **Defined as Capital Investment of \$5 Million and higher or Annual Lease Payments of \$2.5 Million and higher.**
 - A business that has a substantial positive economic impact on Indiana. **Defined as among the top 500 companies (does not include not-for-profits, colleges & universities or energy companies) for payment of State sales, corporate, withholding, unemployment taxes or number of employees.**
- 6.10 Describe the various types of Capital Budgeting Structures your staff has administered and the number of issues for each.
- 6.11 Company background/history and why applicant is qualified to provide the services described in this RFQ.
- 6.12 Demonstrated ability to work with similar governmental entities to review and analyze information pertinent to the Capital Budgeting Process.
- 6.13 Explain your ability and experience in Capital Budgeting Processes for other comparable portfolios. Include in your explanations a project plan for how this procedure will work and an estimated time frame for completion based off of a 7/1/2008 start date. Include a list of documents you will need for the transition.

- 6.14 Client listing of all major clients of the firm.
- 6.15 Name, title, telephone number, and e-mail address for 3 similar client references.
- 6.16 Provide a statement of any other qualifications or services that you consider significant, innovative, or otherwise relevant.

7. TERMS, CONDITIONS AND EXCEPTIONS

- 7.1 This is a request for the submission of qualifications, but is not itself an offer and shall under no circumstances be construed as an offer.
- 7.2 The IFA reserves the right to alter, amend, or modify any provisions of this RFQ, or to withdraw this RFQ, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of the IFA to do so.
- 7.3 The IFA reserves the right to waive informalities and minor irregularities in qualifications received.
- 7.4 The IFA shall not be obligated to accept the lowest priced qualification, but will make an award in the best interests of the IFA after all factors have been evaluated.
- 7.5 Any irregularities or lack of clarity in the RFQ should be brought to the IFA designee's attention as soon as possible so that corrective addenda may be furnished to prospective applicants.
- 7.6 Qualifications must include any and all proposed terms and conditions, including, without limitation, written warranties and any requirement agreement in the applicant's standard contract language. The omission of these documents renders a qualification non-responsive.
- 7.7 Qualifications which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected.
- 7.8 Consultants are prohibited from communicating with the IFA from the date of submission until June 24th, unless contacted by the IFA.
- 7.9 Qualifications may be withdrawn by written or facsimile notice received prior to the qualification opening time.
- 7.10 Each applicant must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFQ. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a qualification in response to this RFQ, applicant's affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of an applicant's qualification. An award will not be made where a conflict of interest exists. The IFA will determine whether a conflict of interest exists and whether it may reflect negatively on the IFA's selection of an applicant. The IFA reserves the right to disqualify any applicant on the grounds of actual or apparent conflict of interest.

- 7.11 Each applicant must include in its qualifications a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the applicant or in which the applicant has been judged guilty or liable. Failure to comply with the terms of this provision will disqualify any qualifications. The IFA reserves the right to reject any qualifications based upon the applicant's prior history with the IFA or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures.
- 7.12 Applicant understands and acknowledges that the representations above are material and important, and will be relied on by the IFA in evaluation of the qualifications. Any applicant misrepresentation shall be treated as fraudulent concealment from the IFA of the true facts relating to the qualification.
- 7.13 In no event shall any obligation of any kind be enforceable against the IFA unless and until a written agreement is entered into.
- 7.14 The IFA reserves the right to conduct personal interviews of any or all respondents prior to selection.
- 7.15 Each Consultant agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of and/or responses of qualifications submitted hereunder of any costs or expenses incurred during negotiations.
- 7.16 By submitting a response to this request, each respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of a respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.

8. RFQ SCHEDULE

RFQ Timeline

June 6th	Issue Capital/Facility Consultant RFQ
June 11th	Deadline for submission of questions
June 17th	Deadline for submission of qualifications
June 18 th -June 24th	Evaluation period

NOTE: These dates represent a tentative schedule of events. IFA reserves the right to modify these dates at any time, with appropriate notice to prospective counsels.